



Manuscript Preparation Guide

"The heart of man plans his way, but the Lord establishes his steps." - Proverbs 16:9

Introduction

Preparing your manuscript properly is the foundation of successful publishing. This comprehensive guide will walk you through every step of preparing your Christian book for submission, ensuring your message reaches readers with clarity and impact.

Pro Tip

Start preparing your manuscript from day one of writing. Good preparation habits will save you significant time during the submission process and help ensure your message comes across clearly.

Pre-Submission Manuscript Standards

Formatting Requirements

- **Font:** Use Times New Roman, 12-point, black text throughout
- **Spacing:** Double-space all text, including quotes and dialogue
- **Margins:** 1-inch margins on all sides (top, bottom, left, right)
- **Page Numbers:** Include page numbers in the header or footer
- **Alignment:** Left-align all text (do not justify)
- **Paragraphs:** Indent first line of each paragraph by 0.5 inches

Document Structure

1. **Title Page:** Book title, subtitle (if applicable), author name, word count, contact information
2. **Table of Contents:** Chapter titles and page numbers
3. **Manuscript Text:** Complete book content with proper chapter breaks
4. **Bibliography/References:** If applicable, properly formatted citations
5. **About the Author:** Brief biographical information (100-200 words)

Content Preparation Checklist

Structure and Organization

- Clear, compelling chapter titles that reflect content
- Logical flow from one chapter to the next
- Consistent chapter length (aim for 2,000–4,000 words per chapter)
- Strong opening that hooks the reader
- Satisfying conclusion that reinforces your main message
- Smooth transitions between sections and chapters

Biblical Integration (for Christian Books)

- Scripture references properly cited with version used
- Biblical principles clearly connected to practical application
- Theology reviewed for accuracy and biblical soundness
- Balance between scriptural foundation and personal insight
- Appropriate use of biblical examples and stories

Technical Preparation Steps

Word Count Guidelines

Book Type	Recommended Word Count	Page Count (Approx.)
Devotional/Daily Reading	25,000 - 40,000	100 - 160 pages
Christian Living/Self-Help	50,000 - 70,000	200 - 280 pages
Biography/Memoir	60,000 - 80,000	240 - 320 pages
Theology/Academic	70,000 - 100,000	280 - 400 pages

File Preparation

- **Save Multiple Versions:** Keep your original Word document and create a PDF version
- **File Naming:** Use clear, professional file names (e.g., "LastName_BookTitle_Manuscript.docx")
- **Backup Copies:** Store copies in multiple locations (cloud storage, external drive)
- **Version Control:** Include date in filename for version tracking

Quality Assurance Steps

Self-Review Process

1. **Read Aloud:** Read entire manuscript aloud to catch awkward phrasing
2. **Print Review:** Review a printed copy – errors appear differently on paper
3. **Reverse Order:** Read paragraphs in reverse order to focus on individual sentences
4. **Character Consistency:** Ensure consistent names, facts, and details throughout
5. **Timeline Check:** Verify chronological accuracy in stories and examples

✓ Professional Tip

Allow at least one week between finishing your manuscript and beginning the review process. Fresh eyes catch more errors and inconsistencies.

Common Issues to Address

- **Repetitive Content:** Remove unnecessary repetition while maintaining emphasis
- **Unclear Pronouns:** Ensure all "he," "she," "it," and "they" references are clear
- **Passive Voice:** Convert to active voice where appropriate for clarity
- **Long Sentences:** Break up sentences longer than 25 words
- **Paragraph Length:** Vary paragraph length; avoid paragraphs longer than 150 words

Special Considerations for Christian Books

Scripture Integration Best Practices

- **Translation Consistency:** Choose one Bible translation for primary use (ESV, NIV, NASB)
- **Permission Requirements:** Some translations require permission for extensive quotation
- **Citation Format:** Use consistent format: "Scripture reference (Translation)" – Example: John 3:16 (ESV)
- **Context Accuracy:** Ensure biblical quotes are used in proper context

Sensitivity and Cultural Awareness

- **Inclusive Language:** Use language that welcomes all believers
- **Cultural References:** Explain cultural references that may be unfamiliar to some readers
- **Denominational Sensitivity:** Acknowledge different traditions within Christianity
- **Contemporary Relevance:** Connect ancient truths to modern situations

Final Preparation Steps

Submission Readiness

- Complete manuscript with all chapters finished
- Professional formatting applied throughout
- All placeholder text removed or completed
- Author bio and contact information included
- File size under 50MB for electronic submission
- PDF and Word versions both available
- Copyright notice included (if desired)

Supporting Materials

Prepare these additional materials to accompany your manuscript:

- **One-Page Synopsis:** Compelling summary of your book's message and audience
- **Target Audience Description:** Clear description of your intended readers
- **Marketing Ideas:** Initial thoughts on how you plan to promote the book

- **Author Platform Summary:** Your current reach and influence in your target market

Ready to Submit?

Once your manuscript meets all these preparation standards, you're ready to begin the publishing journey with Tranquility Pages. We're here to help guide your message to the readers who need to hear it.

Contact us to start your publishing journey:

 info@tranquilitypages.com |  www.tranquilitypages.com

"Commit your work to the Lord, and your plans will be established." - Proverbs 16:3